

**JOB DESCRIPTION
MURFREESBORO WATER AND SEWER DEPARTMENT
CHIEF MECHANIC**

1. JOB TITLE: Chief Mechanic

- 2. DEFINITION:** This is a technical and skilled position requiring the supervision of two or more employees, and involving the installation, operation, maintenance and repair of equipment and mechanical devices throughout the water/wastewater system. Operation includes oversight and control of mechanical equipment as well as routine maintenance, servicing, and care of a variety of vehicles and equipment both in the distribution/collection system and at the water/wastewater treatment plant. The Chief Mechanic reports directly to the Plant Superintendent. All employees are responsible to the City Manager. The position is classified as non-exempt for purposes of the Fair Labor Standards Act, as having a possible occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT/JOB LOCATION:

- a. This position requires the use of hand tools, shop equipment and vehicles.
- b. The job involves work both indoors and outdoors, and the employee may be exposed to inclement weather, as well as biological, chemical, electrical and mechanical hazards.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Checks status of various equipment in the plant, identifies mechanical problems, makes adjustments and repairs as needed, reports equipment status and condition to plant superintendent.
- b. Accurately enters data in logs and records, both manually and by computer keyboard.
- c. Supervises, performs or assists in the installation, maintenance, repair and overhaul of chemical feeders, compressors, pumps, valves, pneumatic and electrical controllers.
- d. Responds to plant alarms and takes corrective action.
- e. Calibrates and adjusts equipment and mechanical devices.
- f. Restarts equipment after an electrical outage.
- g. Reads and interprets charts and other recorders.
- h. Supervises and/or performs general cleanup activities.
- i. Repairs and maintains structures.
- j. Repairs and maintains vehicles.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

Perform other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be a minimum of 21 years of age.
- b. Must possess a diploma or GED from an accredited high school.
- c. Must have legal authorization to work in the United States.
- d. Must submit to and pass a drug screen test upon offer of employment.
- e. Must have a valid license to operate a motor vehicle in Tennessee.
- f. Must be able to comprehend both oral and written instruction and to communicate in English, both orally and in writing.
- g. Must be able to perform mathematical calculations with fraction, decimals, percentages and the metric system.
- h. Must be able to accurately perform manual and computer entry record keeping.
- i. Must be able to use hand tools, meters, keyboards and electrical/mechanical equipment and to manipulate machinery.
- j. Must be able to establish and maintain effective working relationships with supervisors, coworkers and the public.
- k. Must be able to exercise independent judgment within the limits of the position.
- l. Must be able to perform the duties of the job for an entire shift for the entire workweek and to perform occasional overtime. May be required to work evening, night, weekend and/or holidays hours.
- m. Must have ability to detect odors and colors indicative of hazardous gases, upset processes, status indicators and alarms.
- n. Must have the ability to sense vibration and temperature by touch.
- o. Must have the ability to detect alarms and indicators of equipment malfunctions in normal aural range.
- p. Must be able to read gauges, dials, equipment information plates, charts, and manuals, and make adjustments and do work requiring depth perception, and detect changes in the visual appearance of equipment and/or processes.
- q. Must be able to perform routine tasks from written and oral instructions.
- r. Must have a good work ethic, including a willingness to perform job place tasks and to assist coworkers without redundant directive.
- s. Must demonstrate good workmanship, performing tasks neatly and in a timely manner.
- t. Must demonstrate a willingness to comply with safety rules, including physical grooming to allow wearing a gas tight respirator.
- u. Must demonstrate a knowledge of electrical, mechanical, physical, biological and chemical hazards.
- v. Must demonstrate a basic knowledge of or ability to learn system operation and terminology.
- w. Physical strength and dexterity requirements include the ability to:
 1. Lift and carry equipment or tools up to 100 lb.

2. Drag 100 feet of one inch hose full of water.
3. Remove and replace a manhole cover.
4. Work in areas without evidencing vertigo.
5. Climb up and down approximately 70 feet of stairs or ladders carrying tools or equipment.
6. Work in confined spaces throughout a shift.
7. While wearing a self contained breathing apparatus, be able to manipulate tools, valves and hoists, and to drag a 175 lb. weight 50 ft.
- x. Additional training in mechanics and experience, and/or some knowledge of the functions and servicing requirements of equipment and the processes involved in the treatment of water/wastewater is desirable.

Non Exempt
Safety Sensitive
July 30, 1998